

OVERALL ASSIGNMENT RUBRIC

The project charter contains a 1-3 sentence **Summary** section that describes the project and its aims.

- ☐ 0 pts
There is no summary.
- ☐ 1 pt
There is a summary, but it does not provide an adequate description of the project or its aims.
- ☐ 2 pts
There is a summary that describes the project and its aims.

The project charter contains 6-10 goals in the **Goals** section.

- ☐ 0 pts
There are no goals written
- ☐ 1 pt
There are 1-5 goals written
- ☐ 2 pts
There are 6-10 goals written

The project charter contains 3-5 SMART goals within the **Goals** section.

Example: "decreasing the average customer wait time by 30 minutes by the end of the year"

- ☐ 0 pts
There are no SMART goals written
- ☐ 1 pt
There are 1-2 SMART goals written
- ☐ 2 pts
There are 3-5 SMART goals written

The project charter contains 5-9 deliverables in the **Deliverables** section.

Example: "installation of tablets at the Downtown and North restaurant locations"

- ☐ 0 pts
There are no deliverables written
- ☐ 1 pt
There are 1-4 deliverables written
- ☐ 2 pts
There are 5-9 deliverables written

The project charter contains 2-4 items listed in the **In-Scope** section.

Example: "start time and locations of the rollout"

- ☐ 0 pts
There are no in-scope items listed
- ☐ 1 pt
There is one in-scope item listed

- ☐ 2 pts
There are 2-4 in-scope items listed

The project charter contains at least one item listed in the **Out-of-Scope** section.

Examples: "simultaneous launch, daily specials, reservation booking, sharing menu photos"

- ☐ 0 pts
There are no out-of-scope items listed
- ☐ 2 pts
There is at least one out-of-scope item listed

The project charter contains 3-5 items listed in the **Benefits** section.

Examples: "an increase in daily guest count, an increase in sales, a decrease in food waste"

- ☐ 0 pts
There are no benefits written
- ☐ 1 pt
There are 1-2 benefits written
- ☐ 2 pts
There are 3-5 benefits written

The project charter contains 3-5 items listed in the **Costs** section.

Examples: "training materials and fees, hardware and software implementation, the updated website and menu design fee"

- ☐ 0 pts
There are no costs written
- ☐ 1 pt
There are 1-2 costs written
- ☐ 2 pts
There are 3-5 costs written

The project charter contains 4-6 misalignments and the decisions made about them in the **Appendix** section.

Note: The charter must contain both elements to receive credit.

Example: "Carter and Gilly disagree on whether the send-back policy is within the scope of the project. They decide to discuss it separately from the tablet project."

- ☐ 0 pts
There are no misalignments and decisions written
- ☐ 1 pt
There are 1-3 misalignments and decisions written
- ☐ 2 pts
There are 4-6 misalignments and decisions written

Provide constructive feedback for your classmate on their submission. Below are some guidelines and examples of good feedback to help you leave constructive comments for your peers.

When giving feedback, consider:

Leading with positive feedback

Providing a balance of positive and actionable feedback

Sticking to information-specific, issue-focused, and observation-centered comments

Examples of good feedback:

"You did a good job of making sure the goals were SMART goals! All of your goals were specific and measurable, but some of them were missing the time-bound element."

"Nice work filling in the Appendix. All of the misalignments were correctly defined, but one of the concluding decisions is incorrect. You might want to revisit the email thread."